

## Records Retention Schedule

### GEORGIA DEPARTMENT OF HUMAN RESOURCES

**Division/Office:** Office of Technology & Support  
**Section/Unit:** Specialized Services Section  
Policy Administration/Records Management Unit  
**Schedule Use:** Department-Wide  
**Schedule No.:** 78-303 **Admin. Chg. Date:** 10-15-97

**Record Series Title:** RECORDS RETENTION SCHEDULE

**Description:** Documents relating to communications with the State Records Management Division concerning authority for disposition of specific files, and special studies of specific files for the purpose of establishing or revising disposition schedules.

Included are: Form 96-02 Retention Schedule Application, studies, letters of request, or related approvals.

**File Arrangement:** By date.

**Retention/Disposition Instructions:**

Cut off file at end of each calendar year; hold in current files area 2 years; then destroy.

Earlier destruction is authorized after publication of retention schedule, or upon disposition of all files covered by the schedule.

**Confidential:** No-Open Record

**Supersedes:** 78-303 (approved 12-14-78)

M97-253  
(78-303.OSS)

970922-03

**RECORDS RETENTION SCHEDULE NOTIFICATION  
(ADMINISTRATIVE CHANGE OR DELETION)**

TO: DEPARTMENT OF ARCHIVES AND HISTORY - SCHEDULING  
AND  
FOLLOWING DHR RECORDS COORDINATORS AND ALTERNATES

*M 97-253*

RECORDS COORDINATOR	RECORDS ALTERNATE	DIVISION OR OFFICE

☐ ALL DHR DIVISION / OFFICE RECORDS COORDINATORS AND ALTERNATES

FROM DHR POLICY ADMINISTRATION/RECORDS MANAGEMENT UNIT

SCHEDULE NO. SEE BELOW *	NOTIFICATION DATE
SERIES TITLE VARIOUS - SEE SAMPLE SCHEDULES ATTACHED.	
APPROVED DATE	ADMINISTRATIVE CHANGE DATE (IF APPLICABLE)

☒ ADMINISTRATIVE CHANGE-SEE ATTACHED COPY (COPIES) OF CHANGED SCHEDULES. AREAS OF CHANGE ARE HIGHLIGHTED ON ATTACHMENT(S).

☐ IGNORE ANY OTHER SCHEDULES THAT MAY BE SHOWN ON THE ABOVE ATTACHMENTS.

☐ SCHEDULE DELETION

☐ SEE ATTACHED COPY OF "RECORDS MANAGEMENT SERVICES REQUEST"

OR

☐ SEE DELETION EXPLANATION BELOW:

*3WC [Signature] 12/2/97 [Signature] 12/2/97 [Signature] 12/2/97*  
~~00-001, 00-002, 00-003, 00-004, 00-080, 78-140, 73-499, 73-500, 73-501, 76-115, 78-016, 78-0299-A, 78-301~~  
 78-302, 78-303, 82-378, 84-095, 84-099, 89-060, 89-061, 94-0022 AND 94-0023.

DHR RECORDS MANAGEMENT OFFICER APPROVAL

*[Signature: Gerald Poy]*

DATE:  
9-10-97

DEPT. OF ARCHIVES AND HISTORY APPROVAL

*[Signature: Peter Eschmider]*

DATE:  
12-2-97